

PARKING LOT MAINTENANCE

1. PREPARATION

- a. Conduct regular employee training to reinforce proper housekeeping.
- b. Restrict parking areas to be swept prior to and during sweeping using regulations as necessary.
- c. Perform regular maintenance and services in accordance with the recommended vehicle maintenance schedule on sweepers to increase and maintain efficiency.

2. PROCESS

- a. Sweep parking areas, as needed, or as directed. At a minimum, the parking lot will be swept every two weeks.
- b. Hand sweep sections of gutter if soil and debris accumulate.
- c. Pick-up litter as required to keep parking areas clean and orderly.

3. ACTIONS

- a. Dispose of sweepings properly into a waste container.
- b. Street sweeper hoppers will be emptied and cleaned at the truck wash building which is connected to the sanitary sewer system.
- c. Swept materials will not be stored in locations where storm water could transport fines into the storm drain system. Dried materials from the truck wash facility will be transported to the landfill.

4. DOCUMENTATION

- a. Keep work orders to track swept parking areas and approximate quantities.